

“DOs and DON'Ts”

- Do** use your travel card to pay for authorized, official travel expenses.
- Do** remember your travel card has a charge limit for food and ATM withdrawals.
- Do** be aware your agency and your immediate supervisor and the A/OPC **WILL monitor card use** (live time emails) and will take disciplinary action when misuse or abuse has occurred.
- Do** be aware that vendors report to the Department on the use of the card for non- travel related expenses.
- Do** safeguard your card and assure it is not lost or stolen.
- Do** surrender your travel card to your supervisor upon separation from the BIA. Advise your travel coordinator if you have transferred to another agency within BIA or notify the bank if you have changed your mailing address.
- Do** retain your receipts while on travel so you have accurate information to file a travel claim and to reconcile your monthly statement.
- Do** submit payment in full for the travel card bill before the statement due date.
- Do** contact the bank customer service number in a timely manner, if you have questions about your monthly bill.
- Do** respond timely to your agency and bank on receipt of a delinquency notice. A mutual agreement can be reached to rectify any problem immediately.
- Do** follow your bank's dispute process for incorrect or erroneous charges.
- Do** become familiar with your agency's travel guidelines. Read the Indian Affairs Charge Card Policy Manual or visit the BIA Charge Card Program website for more travel card information.
- Don't** use your travel card for non-reimbursable expenses not reimbursable on the Travel Voucher.
- Don't** use your travel card during periods when you are not on travel status.
- Don't** allow others to charge purchases on your travel card.
- Don't** put other employees' travel expenses on your card
- Don't** charge office supplies, training, conference fees, photocopies, postal services, or equipment on the travel card. Use the purchase card or other acquisition procedures to procure non-travel services and products.

- Don't** wait to report a lost or stolen travel card to the bank and your travel coordinator.
- Don't** forget to file your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel.
- Don't** wait for your voucher reimbursement to pay your bill. Failure to pay the bank can result in termination of charge card privileges and/or garnishment of wages.
- Don't** allow your travel card account to become delinquent. Delinquency occurs on the first day after the due date.
- Don't** obtain cash advances that exceed the authorized travel meals and incidentals (MI&E) per diem for the trip. Example: \$35.00 MI&E per diem x 5 days = \$175 is the authorized amount.

Paying your Card Balance

Make payment for all undisputed charges on your travel bill in full by the statement billing due date (25 to 30 days after the closing date on the billing statement). The due date is printed on the bill. **Failure to pay your monthly bill** in a timely manner may result in the loss of your charging privileges, etc.

Know your Travel Charge Card Coordinators!

First, contact your Agency/Organization Program Coordinator (A/OPC) for travel card questions.

Second, contact your Travel Arranger. The Travel Arranger knows your agency specific travel policies and procedures.

Third, contact your Program Coordinator and/or Supervisor for any changes impacting your travel.

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JPM bank phone number: 1-888-297-0781

New employee training site: <https://cctrain.ibc.doi.gov/>

Regular training site: <https://chargecardtraining.ibc.doi.gov/>



TRAVEL CARD DO'S & DON'TS FOR EMPLOYEES

This simple quick guide is provided to the traveler with the knowledge that the more things you “Do” right, the fewer “Don'ts” apply.

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<https://www.bia.gov/WhoWeAre/BIA/OTS/Youth/index.htm>

Use of the travel card does not relieve you of the responsibility to employ prudent travel practices and to observe rules and regulations governing travel at the Bureau of Indian Affairs, and Department, as set forth in the Federal Travel Regulation (FTR) and any agency specific directives.

Travel Card Mandatory Use

The Government charge card (aka JPM travel card) may be used only for authorized official travel and authorized travel related expenses. Unless the vendor will not accept the Government charge card, the card must be used to pay for:

Transportation Tickets (airline, rail, bus travel and/or Travel Management Center fees)

Rental vehicles (approved)

Fuel for the rental vehicle

Vehicle parking expenses

Local transit system expenses related to official TDY travel

Taxi cab expense - related to official TDY travel

Lodging

ATM Cash advances that **are less** than expected Meals & Incidental Expenses (M&IE)

Meals when practical

Dry cleaning and laundry expenses at commercial cleaning facilities and hotel cleaning (at the TDY location and only after consecutive nights lodging on official domestic travel)

If a traveler seeks a waiver from using the travel card, the **waiver request** must be submitted through the A/OPC for consideration and routing to the Departmental Program Manager.

Travel Card PROHIBITED Use

Fuel for a privately owned vehicle POV (mileage reimbursements include the cost of fuel)

Personal (POV), unofficial, or upgraded rental vehicles (The Travel Authorization must clearly state that a rental vehicle is authorized and the reason why an upgrade is necessary)

Travel accommodation or expenses for someone other than the Accountholder

Local travel (except under approved temporary duty travel)

Before the Trip

Check to see if your JP Morgan Card is Activated by Central Office: Student's JPMC travel cards are deactivated during periods of non-work, also periods of LWOP status may cause the cards to be deactivated automatically. It's important you call the JP Morgan to verify this BEFORE you make travel arrangements. For JPM Cardholder Support, please call: **Toll Free: 888-297-0781**

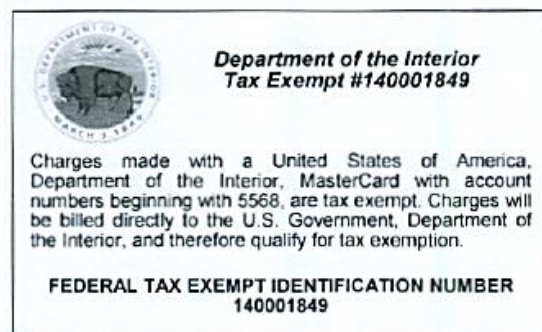
Trip Request Form: Provide all necessary information and submit a Trip Request Form to your designated Travel Arranger to complete your Travel Authorization Request in Concur.

ATM Cash Advance: In accordance with agency policy, you may obtain cash through the use of an ATM (**5 days prior to your trip**) to cover all anticipated out-of-pocket cash expenses for the trip before you leave.

Airline tickets: Check in your airline ticket as close to the date of departure as possible. Many travel agents use e-ticketing, where you will only receive information about the reservation and not a physical ticket.

Tax Exempt Form: Hotel taxes in all states, with the exception of AZ and NM, are exempt from sales tax. You are responsible for notifying the Hotel the reservation is tax exempt. Make sure to check this before you travel! They may require:

- Travel Authorization
- Smartcard ID (Government ID)
- Lodging tax- exempt form (Provided by Hotel – Ask them to Email it to you)
- Show a BIA tax- exempt card (request copy)



Don't forget to bring:

- Smartcard ID or driver's license
- A copy of your Travel Authorization
- Personal cash or credit card to pay for personal expenses
- Lodging tax exempt forms (if available)

During the Trip

During your trip, make sure you keep a record of expenses by writing them down or saving receipts. Lodging receipts are required by all agencies. Follow agency policy with regard to other receipts. Below is a Quick Snapshot of what is and is not reimbursable while on your trip:

Non-reimbursable Expenses

- Business or First Class air fares without prior written approval
- Amount in excess of the allowable lodging amount for the per diem locality without prior written approval
- Meal costs over the rate for the per diem locality
- Postcards and postage
- Personal expenses
- Travel related purchases over \$75 that are missing a receipt (unless other proof provided)

After the Trip

You must complete and submit the Travel Voucher immediately, **within 5 calendar days** or agency specified timeframe, after returning from official travel. Make sure you:

- Provide all necessary information and attach or submit receipts as required by your agency to complete your Travel Arranger to complete the Travel Reimbursement Request in Concur.
- Set up a direct deposit to your bank account, so you will not have to wait for a check to be mailed.
- Use the amount reimbursed by your agency to pay the travel bill.
- Pay the balance on your travel bill in full before it becomes delinquent.